



PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT

Cyber Security Analyst Program Specialist VI - VII

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via [workintexas.com](http://www.workintexas.com), please do not submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2020-03

Division: Executive Director

Salary*: \$6,666.67 - \$7,916.67/month
(Commensurate with Qualifications)

Salary Group: B23, B25

Class: 1575, 1576

Type: Full-time ☒ Part-time ☐ Temporary ☐

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: September 20, 2019

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F
(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform highly advanced work on issues that concern security activities of electric, telephone and water and sewer utility operations, with a focus on cybersecurity in the Critical Infrastructure Security and Risk Management (CISRM) section. Work involves reporting to the Director of Critical Infrastructure Security and Risk Management on issues that concern cybersecurity, physical security and homeland security activities of utilities. Work under minimal supervision with considerable to extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Make recommendations and advise the Director of CISRM and PUC staff on issues involving cybersecurity for electric, telephone and water and sewer utility operations.
- Assist with updating energy assurance and emergency management rules and plans to incorporate cybersecurity.
- Analyze cybersecurity utility initiatives for best practices and risk-based access controls.
- Provide information to utilities and the public regarding Commission rules, policies, and requirements as they relate to cybersecurity, physical security and homeland security activities.
- Make recommendations concerning proposed rules and amendments to rules as they relate to cybersecurity, physical security and homeland security activities.

- Assist in developing recommendations for cybersecurity program that includes a process for monitoring threats, increasing awareness and developing needed contacts with utilities to share information.
- Stay up-to-date on cybersecurity, physical security, and other homeland security issues as they affect the electric, telecommunications and water, and sewer utility industries.
- Research cybersecurity and privacy legislation, regulations, advisories, alerts, and vulnerabilities.
- Research and analyze cybersecurity threat indicators and their behaviors.
- Participate with electric utilities and the State Operations Center on drills and exercises designed to test cybersecurity and emergency preparedness.
- Participate in PUC-related homeland security activities.
- Participate in emergency management activities of the Commission's Emergency Management Response Team.
- Participate in investigations and the preparation of reports.
- Participate in activities conducted by the Electric Reliability Council of Texas (ERCOT) and federal and state agencies.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in public policy, homeland security, business administration, information technology, engineering, economics, energy resource economics, or related field.
- Program Specialist VI - minimum of one (1) year of full-time work experience in a position involving utilities, cyber security analysis, information security analysis, homeland security, or regulatory analysis.
- Program Specialist VII - minimum of three (3) years of full-time work experience in a position involving utilities, cyber security analysis, information security analysis, homeland security, or regulatory analysis.

PREFERRED QUALIFICATIONS

- Professional Certification of any of the following: SEC+, CEH, CCNA, or CISSP.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cybersecurity and information security controls, practices, procedures, and regulations; and of incident response program practices and procedures.
- Strong IT skills including knowledge on hardware, software, networks, and data centers.
- Critical thinking skills, problem solving aptitude.
- Public speaking and presentation skills.
- Skill in the use of personal computers and Microsoft Word and other software programs.
- Ability to analyze complex security issues in diverse and decentralized environments.
- Ability to manage multiple concurrent objectives, projects, groups, or activities, making effective judgments as to prioritizing and time allocation.
- Ability to meet deadlines.
- Ability to effectively communicate complex concepts orally and in writing.
- Ability to assimilate and use diverse, complex information to advance the Commission's goals.
- Ability to work efficiently independently or as a team member, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Ability to work overtime as needed.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.

- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.